

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **OFFICE CHIEF OF HAZARDOUS WASTE, AIR AND NOISE**

SALARY: **\$8955 - \$9878**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **NOVEMBER 10, 2009**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Environmental Engineer, a Principal Transportation Engineer within Environmental Engineering in the Division of Environmental Analysis, the Office Chief of Hazardous Waste, Air and Noise (HWAN) is the environmental manager for hazardous waste management, air quality, climate change, (greenhouse gas emissions), traffic noise, and vibration and paleontology for state transportation projects and programs. The incumbent is involved in the development and application of departmental environmental policy and practice in accordance with state and federal environmental laws and regulations; administers the departments policies, procedures, performance and quality standards relating to environmental engineering activities, assists the delivery of transportation projects by providing guidance, functional advice, technical expertise and assistance to all departmental functional areas; assures effective statewide planning, budgeting, monitoring and evaluation of environmental engineering activities. The

incumbent coordinates with federal, state, and regional agencies on environmental engineering activities for transportation facilities. Identifies department-wide training needs develops and implements programs to meet statewide needs. Responsibilities include, but are not limited to:

- Oversees Caltrans statewide implementation and compliance with state and federal HWAN laws and regulations. Assists in the delivery of transportation projects by providing technical, environmental engineering, policy-related information and engineering guidelines to the districts, management, state agencies, metropolitan planning organizations, federal transportation and other external agencies. Monitors and tracks headquarters and district HWAN activities. Identifies training and research needs and implements solutions for these needs.
- Manages HWAN issues related to organization, scheduling, contracting, project engineering measures and specific personnel issues. Oversees training and staff development for districts and conducts performance evaluations for these activities.
- Participates with federal, state, and regional agencies in identifying issues, developing and analyzing environmental legislation, and developing implementation strategies and guidance responsive to enacted legislation and regulatory requirements.
- Responds on a daily basis to inquiries and provides interpretation of various laws and regulations and their application to departmental projects, programs, and activities.
- Performs special assignments as the need arises in assigned areas. Acts for the Chief Environmental Engineer, as required.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge to meet the goals and objectives of the Department's mission statement and the strategic plan.
- Demonstrated knowledge of Caltrans' organization, departmental policies and financial constraints and procedures.
- Demonstrated ability to exercise good judgment in matters relating to the planning and environmental analysis of transportation facilities, and the development and updating of the Department's cultural resource practices and procedures.
- Demonstrated understanding of the manager's role in safety, health, personnel management, labor relations and the Department's Equal Employment Opportunity (EEO) objectives.
- Demonstrated knowledge of transportation planning, design, project delivery, and funding.
- Demonstrated good oral and written communication skills.
- Demonstrated ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy.
- Demonstrated ability to provide accurate and thorough recommendations on various environmental and project development documents.
- Demonstrated ability to interpret and apply laws, rules, policies and practices related to cultural resource contract administration issues.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Demonstrated ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, and the business community.
- Demonstrated knowledge of planning and budgeting, including task management and project management activities.
- Demonstrated ability to establish programs and develop an effective course of action to accomplish the work plan.
- Demonstrated ability to analyze situations accurately and adopt an effective course of action.
- Demonstrated ability to make effective presentations.
- Demonstrated ability to identify critical policy issues and to develop and implement strategic response to a variety of cultural resource challenges.
- Demonstrated ability to evaluate a variety of problems and set priorities.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP28**.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **NOVEMBER 10, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP28)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.